

Non-Appropriated Fund Activities

Announcement # NAF:015:04

Opening Date: 2/19/04 **Closing Date:** Open until filled

Position: Recreation Attendant (Rumors), NF-0189-1, flexible hours, \$7.00-\$8.50/hr

Area of Consideration: All qualified applicants, local commuting area

Location: Morale, Welfare & Recreation Department, Rumors

Duty Station: Dahlgren, VA

Duties: The incumbent will be responsible for: greeting patrons and checking identification to ensure valid customers; accepting payments and operating cash register; preparing and serving pre-packaged food and beverage items, including alcoholic beverages; maintaining records related to sales; maintaining small change fund; completing proper sales documents required for type of purchase and preparing a Daily Activity Report; cleaning-up at end of shift; assisting in taking inventory; and performing other duties as assigned.

Qualification Requirements: Applicant must be 21 years old; able to work some evenings and weekends; a citizen of the United States, or foreign national serving on active duty as a member of the U.S. Armed Forces, or a dependent. Basic eligibility will be determined by a review of the applicant's OF-612 or resume and consideration of relevant experience and training. Applicant should include all experience, training, education, awards, commendations and other information that is relevant to the Job Elements listed below. Applicant is urged to address each job element specifically.

Job Elements:

- 1) Ability to perform the duties of the position with minimal supervision.
- 2) Ability to meet and deal with others and to communicate orally and in writing.
- 3) Ability to follow instructions.
- 4) Knowledge of basic mathematics and ability to operate cash register.

How to Apply: Submit an application or resume and copy of last 2 performance appraisals.

Mail applications to the following address:

Naval District Washington - West
Morale, Welfare & Recreation Department, Code CD25
17320 Dahlgren Road, Bldg. 100
Dahlgren, VA 22448-5100

Conditions of Employment

Background Check: Yes
Security clearance required: No
Supervisory/Managerial probationary period required: No
Drug test required: No
Permanent change of station travel may be authorized: No
Relocation services may be authorized: No

For Further Information: Call Barbara Simmons, 540/653-7710